



Norwalk Community College  
188 Richards Avenue  
Norwalk, CT 06854-1655

Office of Human Resources (203) 857- 6866  
Fax (203) 857- 7305

## Norwalk Community College

Director of Financial Aid Services  
12 month tenure track position  
CCP 19

Responsibilities: Reporting to the Dean of Administration the Director of Financial Aid Services is accountable for managing a comprehensive program of financial assistance that attracts and retains students and which makes it possible for otherwise-qualified students to attend the College, but who are not financially able to do so. This broad accountability is achieved through effective performance in these essential functional areas:

- Program development and administration;
- Institutional compliance and program integrity;
- Budget and fiscal administration;
- Training, development and supervision of staff;
- Management of integrated information systems

The position directly supervises professional and support positions who provide advice and assistance to students in their applications for financial assistance. The Director of Financial Aid will represent the college at off campus meetings and events. Some evening and weekend work may be required.

Qualifications: Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Familiarity with federal, state and private funding sources and their policies and regulations;
- Personal financial management;
- Design of financial assistance strategies conducive to attracting and retaining students meeting College enrollment objectives;
- Strong information technology literacy skills;
- Supervision of staff;
- Budget management;
- Interacting favorably with funding organizations, faculty, students, staff and public;
- Oral and written communication.

Master's degree in an appropriately related field together with two to five years of related experience which includes up to two years of experience in the supervision of the work of others; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Experience reconciling federal and state aid funds; expert level knowledge of COD, NSLDS, FAA Access, and Banner; experience submitting federal reports, such as FISAP and gainful employment and knowledge and experience with federal, state and internal audits is highly preferred.

The ability to stay up to date with changing regulations; active involvement with financial aid organizations and seven years of financial aid experience is also preferred.

An understanding of the mission of the community college and a demonstrated ability to respond to and work with multiple constituencies and involvement in support of a culturally and ethnically diverse population are also required.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons

Salary: \$68,419

**Closing date for applications is January 2, 2016**

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Norwalk Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the college does not discriminate in employment on the basis status or criminal record. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Cheryl DeVonish, Title IX Coordinator, [cdevonish@norwalk.edu](mailto:cdevonish@norwalk.edu) 203 857 7016 and Fran Apfel, 504/ADA Coordinator, [fapfel@norwalk.edu](mailto:fapfel@norwalk.edu), 203 857 7192, Norwalk Community College, 188 Richards Avenue Norwalk, CT 06854.

Norwalk Community College is an affirmative action/equal opportunity employer, M/F. Protected group members are encouraged to apply.

All employment, if offered, is contingent upon proof of citizenship of eligibility under the requirements of the Immigration Reform and Control Act (IRCA) and a background screening

